

BOROUGH OF HYNDBURN

HOME OF THE ACCRINGTON PALS

BENEFITS, REVENUES

AND CUSTOMER CONTACT

Accrington Town Hall

Broadway Offices

Accrington

BB5 1EZ



Self-Employed Declaration

This form should be used if you, or your partner, are self-employed and you wish to make a claim for Housing Benefit and/or Council Tax Support. If you are both self-employed in separate businesses or run more than one business, you must complete one form per person per business.

Why do you need this information?

We need this information in order to assess the level of Housing Benefit and/or Council Tax Support you may be entitled to. Being self-employed does not mean that you cannot apply for benefits and you may be missing out on benefits by not supplying this information. This form asks for evidence of the information that you provide, please remember that without the proof of what you tell us, we will not be able to assess your claim.

Who fills this in?

You should complete this form yourself if you can. If you are not able to complete the form, someone else can do it for you and they must sign the declaration at the end.

Where to send this form

You can provide this information by post to the address at the top of this page.

If you have any further questions about your application, or for any other enquiry, or to book an appointment to see us in person, please contact us using the following details

- By telephone – 01254 388 111
- By email – enquiries@hyndburnbc.gov.uk
- Online – www.hyndburnbc.gov.uk/counciltax
- Check your Benefits, Council Tax and Business Rates on-line. Register at www.hyndburnbc.gov.uk to get your unique PIN number

We are available by telephone:

Monday	Tuesday	Wednesday	Thursday	Friday
09.00 – 17.00	09.00 – 17.00	10.00 – 17.00	09.00 – 17.00	09.00- 17.00

Self-Employed Declaration

Please read the notes on the back of this form which will help you when completing your details.

Section 1 – Your details

Your name	
Your benefits or council tax reference number	
Address	
Home Telephone number	
National Insurance Number	
Date of Birth	

Business name				
Business address				
Business Telephone number				
Nature of the business				
Date the business started				
Date the current financial year for the business started				
Is your business a partnership? Please provide partnership agreement.	Yes		No	
If yes, what percentage of total profit/loss is yours?				
Is your spouse or partner also your business partner?	Yes		No	
If yes, what percentage of the total profit/loss is theirs?				
On average, how many hours per week do you work for the business?				
Is your spouse or partner in the payroll of the business?	Yes		No	
If yes, what are their earnings per week?				
Is anyone else on payroll for the business?	Yes		No	
Do you use part of your home address for the business?	Yes		No	
If yes, please provide details				

Section 2 – business income

Do you get any government business allowances? i.e. New Business Support? Please provide your notification letter.	Yes		No	
Do you have any prepared accounts (audited or otherwise) for the last financial year? If yes, please provide a copy.	Yes		No	
If no, please explain why you do not have prepared account and tell us when you expect to receive them.				
Do you have your latest Schedule D Tax Assessment? If yes, please provide a copy.				
If no, please explain why you do not have prepared account and tell us when you expect to receive it.				

If you do not have any prepared accounts or if you have not been trading for a full financial year, please complete the section below:

The amounts you give should be for the last financial year or if you have not been trading for a year, they should be the figures from the date your business started to the current date.

Please state the exact dates that the following figure relate to	From		To	
Sales/Takings/Income	£			
plus Vat refunded	£			
plus Enterprise Allowances	£			
plus Closing Stock	£			
less cost of sales (purchases)	£			
less VAT paid out	£			
less Opening stock	£			
Equals total Gross Profit	£			

Section 3 - Expenses. You must only include amounts which relate solely to your business, e.g. if you have made business and personal telephone calls, you must only tell us about the amount of business use. We may ask for proof of the figures you provide.

Drawings (cash or stock)	£
Wages paid out to self	£
Wages paid out to partner	£
Wages paid out to others	£
Rent (please state whether business or home)	£
Business rates	£
Heating and lighting	£

Cleaning	£			
Telephone	£			
Business insurance	£			
Advertising	£			
Printing and stationery	£			
Postage	£			
Business entertainment	£			
Bank charges	£			
Accountant charges	£			
Interest payments on business loan Please provide a copy of the loan agreement	£			
Repairs or replacement of a business asset.	£			
Was this covered by insurance?	Yes		No	
Leasing charges (not including cars)	£			
What has been leased?				
Bad debts	£			
Please provide details of bad debts.				
Other expenses	£			
Please provide details of other expenses				
Car lease	£			
Road Tax	£			
Petrol/diesel	£			
Repairs	£			
Insurances	£			
Who owns the vehicle?	Business		Self	
If it is a company vehicle do you have use of the vehicle outside of the business?	Yes		No	

Is it reasonable to assume that the trading figures for the next 3 to 6 months will be similar to those you are declaring now?	Yes		No	
If no, please tell us why you think there will be a difference				

National Insurance	£			
Do you hold a National Insurance exemption certificate?	Yes		No	
Personal Pension Contributions Please provide proof	£			
How often is this paid?				

Your declaration –

Please read this declaration carefully before you sign it:

I understand the following:

- If I give information that is incomplete or incorrect, you may take action against me.
- You will use the information I have provided to process my claim for Housing Benefit and/or Council Tax Support
- If I do not provide accounts or information to prove the figures I have provided in this form then you may use the minimum wage as my income for the assessment of Council Tax Support.
- You may check the information I have provided with other sources within the council and other organisations.
- You may use the information I have provided in connection with this any other claim for Social Security Benefits that I have had or may make in the future.
- You may give some of the information I have provided to other organisations if the law allows it.
- I understand and agree that the information help by you for the purposes of me claim may be shared with the Local Education Authority for the purpose of determining a child's eligibility for free school meals or any other benefit, and with Lancashire County Council on One Connect for the purpose of determining my entitlement to a Social Fine Loan or other similar benefit.

I know that I must inform Hyndburn Borough Council of any changes in circumstances which may affect my claim.

I declare that the information I have provided is correct and complete.

Signed	Date
Name if not the claimant	
Relationship to claimant	
Address if different to the claimant	

Thank you for completing this form.